



# Space Family Education, Inc. (SFEI)

Annual Report  
*General Membership Meeting*  
June 15, 2006



# AGENDA

## \* SFEI Annual Report

- Director
- Board Members

## \* Board of Directors Election

## \* By-Laws Changes

## \* Future Course (discussion)



# SFEI Annual Report: Director

## \* State of the School

- National Association for the Education of Young Children (NAEYC) accredited
- Exceed State minimum standards
- NASA policies and guidelines

Child Care  
Center

Kristy Hirning

# SFEI Annual Report: Director

## \* Past Year Activities

- Enrichment: Sign Language, Computer, Movement, Spanish, Science
- Tumble Bus, Karate, and Dance
- Individual and class pictures
- Field trips
- Parent Workday
- Hearing, Vision & Speech Screening
- Fundraising (with help from Fundraising Committee)




Kristy Hirning



# SFEI Annual Report: Director

## \* Special Events

- Open House
- Grandparent Luncheon
- Fall Festival/Trick-or-Treat
- Santa Claus
- Rodeo Cook-Out
- Easter Bunny
- Teacher Appreciation Week
- Graduation Program
- Summer Camp @ St. Thomas



Kristy Hirning

# SFEI Annual Report: Director

## \* Plans for Next School Year

- Develop plans for a permanent summer camp facility or using another off-site facility
- Pursue NAEYC re-accreditation or new accreditation program

Child Care  
Center

Kristy Hirning

# SFEI Annual Report: Director

**National Association for the Education of Young Children (NAEYC)** [www.naeyc.org](http://www.naeyc.org)

**Versus**

**National Association of Child Care Professionals (NACCP)** [www.naccp.org](http://www.naccp.org)

## Similarities

Benefits of being accredited is that it provides parents with a way to identify programs that exceed state standards.

Both Accreditations are nationally recognized.

Both are researched based.

Both follow the same steps towards accreditation:

Self-Study

Validation

Review & Decision by Commissioners.

## Differences

NAEYC is undergoing a 'reinvention' with new standards on teachers physical and education requirements, assessment method, health screening and evaluation, food preparations, etc...

Every 5 years:

Self Study Kit	\$650
Validation Visit	
Application	\$350
Candidate	\$950

Annual Report \$400

NACCP is very similar to how we are currently run. We would to add adjustments to our lesson plans and keep transportation log.

Every 3 years:


Self Study Kit	\$200
Validation Visit	\$925
Application	
Candidate	

Annual Report \$100

# SFEI Annual Report: Director

## \* Director Recommendation

- Pursue NACCP accreditation (in lieu of NAEYC re-accreditation)
  - Allows three years of 'wait and see' to decide whether NAEYC has settled enough and that it is the better and affordable accreditation program for SFEI
    - Director will monitor NAEYC activities and its value to the industry



Kristy Hirning



# SFEI Annual Report: President

## \* State of the Corporation

- Financially stable, but need to develop long-term arrangements to keep summer camp profitable at current level
- Potential lawsuit settled by insurer in December, 2005
- Both bus loans are being paid back on schedule
  - Buses will be paid back in '08 and '09
- Board will review and discuss significant recurring expenses such as playground padding
- National Association for the Education of Young Children (NAEYC) accreditation
  - Implications of new NAEYC criteria (4 year degree for all teachers) could be significant but are not immediate (2020 timeframe)
- Board reviewing SFEI operations to ensure effectively meeting needs of membership at large (example: continuing kindergarten versus re-allocating slots to younger age groups to better meet waiting list demand)

Melanie W Saunders



# SFEI Annual Report: President

## \* Relationship with NASA

- Relationship with NASA has strengthened over past year as SFEI has cooperated closely with NASA to conduct independent assessment of childcare operations and safety practices
  - New MOU and License signed by SFEI and NASA this week on basically same terms and conditions as previous
  - Visit by JSC Center Director and Deputy Center Director and JSC Director of Human Resources, with presentation to staff of memento of appreciation



Melanie W Saunders

# SFEI Annual Report: President

## \* Safety Related Improvements

- Standard Operating Procedures draft complete, targeting distribution of SOP at beginning of 07-08 school year
- Instituted emergency response simulations for staff to practice injury scenarios
- Per new MOU, SFEI Director now tied into JSC Emergency Response team to ensure closer coordination and faster decision-making/information dissemination during emergencies such as hurricane evacuations
- Also per new MOU, NASA agreed to work with SFEI to address emerging facility safety issues (i.e. padding on windowsill in toddler room)



Melanie W Saunders

# SFEI Annual Report: Vice President

## \* **Safety Improvements since last year**

- Injury simulation training held on May 23, 2006
- Initiated an incentive program where SFEI employees note and report potentially unsafe issues receive a \$5 gift card
- Safety videos or handouts added to staff meetings to supplement the verbal safety reporting that is done at staff meetings

## \* **Accident/Injury and Illness reporting is on-going**

- No areas of concern noted in the trending data



Susan Gomez

# SFEI Annual Report: Vice President

## \* Facility Manager Report

- Regularly scheduled safety walk-throughs successfully completed
- SFEI data over of the past three years indicates a higher than industry standard rate of employee injury that requires time away from work (SFEI has a lower than industry standard rate of injuries – but more of those injuries are resulting in time away from work)
  - Working with clinic to determine how the clinic determines if an injury is cause for time away from work

## \* Application completed and accepted for the United Way 2006 Combined Federal Campaign (CFC)

Susan Gomez



# SFEI Annual Report: Treasurer

## ★ Budget Status

- SFEI financial position is good
  - Cash balance is over \$50K currently, about 5% of operating expenses based on the non-audited financial statements
  - Goal for next year remains break-even to maximize the benefits for the members
  - Expecting tuition increase for 2006-2007 school year to cover a) increased medical premiums (\$24K), b) proposed 3% staff salaries increase, c) \$8K playground maintenance, and d) \$5K additional audit fees due to change of auditors



Miranda Scroggins



# SFEI Annual Report: Policies & Procedures

## \* Status of Enrollment

- Maintained near 100% enrollment during 2005-2006 school year:
  - 8 withdrawals from Center
  - Openings filled from waiting list
- School Year 2006-2007:
  - 42 Withdrawals over the summer
  - Filled – 27 (8 Infant, 2 Toddler, 2 Twos, 9 Early Pre-K, 2 Pre-K, 4 Kindergarten)
  - Remaining - 15 (1 Infant, 4 toddlers, 2 Twos, 3 Early Pre-K, 3 Pre-K, 2 Kindergarten)
- Currently 177 children on the waiting list



Liana Rodriggs

# SFEI Annual Report: Policies & Procedures

## \* **Standard Operating Procedures (SOP) Includes Staff Handbook, Parent Handbook, and Emergency Action Plan**

- Contents merged and rearranged (draft under review)
- Will be finalized by beginning of school year and will be available electronically to all members (paper copies available upon request)
- Staff may have a separate benefits handbook (under consideration)



Liana Rodriggs

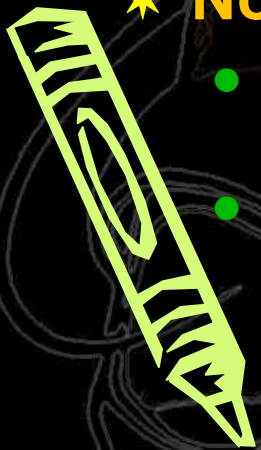
# SFEI Annual Report: Policies & Procedures

## \* **Parent Handbook (last published Dec. 2005)**

- A few clarifications and new information since then
  - TDFPS phone number and mailing address
  - Information on hearing, vision, and speech screenings
- Current handbook located on SFEI website - changes from published hardcopy version listed on first page and designated by blue font within the text

## \* **No Policy Changes this school year**

- SOP committee is reviewing list of proposed changes and clarifications
- Discussion today regarding continuation of Kindergarten program (separate presentation)



Liana Rodriggs


# SFEI Annual Report: Secretary

## \* **Membership Status**

- 250 members [317 last year]

## \* **BOD Meetings**

- SFEI BOD and members met every third Thursday of each month
  - No BOD meeting April 2006
- Meeting minutes are available on SFEI web site
  - <http://childcare.jsc.nasa.gov/>
  - June 2005 to May 2006



Louis Nguyen



# SFEI Annual Report: Secretary

## \* 2006 Board of Directors Election

- Prepared ballots for 2 candidates for 2 BOD positions
  - Received and processed 5 nominations
- Paperless election via NASA Human Resources web-survey program
  - 2006 Election website opens from June 8-22 for voting
- BOD election result will be available on June 29




Louis Nguyen



# SFEI Annual Report: Secretary

## \* SFEI By-Laws

- Updated SFEI By-Laws after amendments 15,16 and 17 were adopted after the June 2005 General Membership Meeting
  - <http://childcare.jsc.nasa.gov/SFEI-BYLAWSAug05.pdf>
- Received 1 proposed By-Laws amendment for 2006 General Membership Meeting
  - A-18 Article VI Sections 4 - Duties of the Member of the Board of Directors (Secretary)
- Membership votes on proposed By-Laws amendments during the 2006 GMM (June 8-22 via 2006 Election website)



Louis Nguyen

# 2006 Board of Directors Election

## \* Candidates

- Debbie Berdich
- Tammy Gafka

## \* Replacing

- Susan Gomez (Vice-President)
- Louis Nguyen (Secretary)

# Proposed Change to the By-Laws - Amendment 18, May 2006

## ARTICLE VI Section 4: Duties of the Members of the Board of Directors

### Original:

Section 4

The Secretary's duties shall be as follows:

- record the minutes of all meetings of the Board of Directors, and of any meetings of the General Membership of the Corporation. Minutes of these meetings shall be sent to all members of the Board of Directors, and posted in the Space Family Education, Inc. facility within two weeks of each meeting.
- handle all correspondence of the Corporation, including notices to the General Membership of meetings, special elections, and regular elections.
- prepare a slate of nominees for the biannual elections.
- maintain a current listing of the Corporation membership, officers, and chairpersons of any appointed committees.
- prepare and send notices of annual Corporation membership fee payment to all members of the Corporation.
- [A-5] maintain an up-to-date copy of the By-Laws of the Corporation.

### Amended:

Section 4

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Thank You